

### **Part-Time Administrative Assistant**

The Borough of Greencastle, located in southern Franklin County Pennsylvania, is hiring a part-time Administrative Assistant who will be responsible for answering telephones, preparing letters, processing Accounts Receivable invoices, and completing other office tasks assigned. Potential applicants should be very organized, possess excellent communication skills and have experience with customer service.

The position is strictly part-time, encompassing approximately 25 hours per week. Detailed job descriptions are available in the Borough office and on our website at [www.greencastlepa.gov](http://www.greencastlepa.gov). Sealed applications can be mailed to 60 N. Washington St., Greencastle, PA 17225 with attention to Lorraine Hohl. Applications will be accepted until a qualified applicant is interviewed and hired. Please contact the Borough Manager at 717-597-7143 X101 if you have further questions regarding the details of the position.